

**CHILDREN'S REFERENCE ASSISTANT
LIBRARY SUMMER READING PROGRAM
BEAVERTON CITY LIBRARY
20 hours per week
May 26, 2015 – August 22, 2015 (seasonal position)**

SALARY RANGE: \$17.95 per hour

CLOSING DATE: April 29, 2015

ABOUT THE JOB: Beaverton City Library is seeking a half-time Reference Assistant to join our team for the busy summer season. We are looking for an energetic, curious person with excellent customer service skills and a strong interest in public library services to work with our current staff serving children, teens, and their families. This summer will be fun filled as we celebrate summer reading with Every Hero has a Story. This position will be required to work some evening hours, occasional weekend hours.

ESSENTIAL FUNCTIONS OF THE JOB: Perform quick reference and readers advisory duties at the children's desk and occasionally at the teen desk including but not limited to:

- Providing quick and accurate answers to patron's reference, readers advisory and referral questions using appropriate reference techniques;
- Assisting patrons in use of library materials, library computers (including the Internet), electronic media, ereaders and other technologies;
- Providing programs for children and their caregivers; storytimes, as needed;
- Updating booklists and other materials

TO QUALIFY: Requires a Bachelor's degree and two years experience in a library setting in reference or related services including automated reference experience, or an equivalent combination of education and experience, prior experience with Polaris ILS, and knowledge of Washington County Collaborative Library Services (WCCLS) policies and practices. Preference may be given to bi-lingual applicants (Spanish-English).

HOW TO APPLY: Applications may be completed on our website at www.BeavertonOregon.gov/jobs. Online applications are preferred. Paper applications are located in the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Closing Date: April 29, 2015.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.